

OSC CONTRACT COMPLIANCE FORM D
POST-AWARD NOTICE FOR EMERGENCY PURCHASES

To be submitted no later than 30 business days after the award

- 1) Name of contracting unit and contract # (if applicable): _____
- 2) Date and nature of the emergency: _____

- 3) Cost of the goods, services or other subject procured: _____
- 4) Description of the goods, services or other subject procured and a brief justification for the emergency purchase: _____

- 5) Name and address of the vendor selected for the purchase and a brief justification for the selection : _____

- 6) List of all state and federal grant funds used for the contract and a brief description of any conditions and/or requirements of the grant funds (if applicable): _____

- 7) Citation to all relevant statutes, regulations and other sources of governing law and internal procurement policies authorizing the emergency purchase: _____

- 8) Please attach the following documents:
 - Any documents explaining, documenting and approving the emergency, including any purchase order and invoice
 - Any signed and executed contract
 - The resolution or minutes authorizing the purchase, if applicable.
- 9) Contact info: Name : _____
 Phone number: _____
 Email address: _____